

Garden State Historic Preservation Trust Fund

Historic Site Management Grants

**Applicant Workshop
July 18, 2012**

Mission Statement

- ▶ *The mission of the New Jersey Historic Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities*



Board of Trustees

- ▶ 12 Citizen Members
- ▶ 3 *Ex-Officio* Members, representing
 - Department of Community Affairs
 - Department of Environmental Protection
 - Treasury



Projected Grant Review Schedule

- ▶ Sept. 20, 2012 – Deadline for submission of applications, in the Trust's office by 4 p.m.
- ▶ October – December 2012 – Staff reviews applications and makes site visits
- ▶ January 2013 – Evaluators and Grants and Loans Committee meets
- ▶ March 2013 – Historic Trust Board makes award recommendations to Garden State Preservation Trust

2012 Grant Round Overview

»» Grant Guidelines and Initiatives

Funding Program Goals

- ▶ Encourage better long term planning: abolish cycles of “crisis” management
- ▶ Timely intervention for threatened landmarks
- ▶ Make more historic sites visitor ready and increase/improve opportunities for heritage tourism
- ▶ Help spur reinvestment and revitalization of older neighborhoods



2012 Funding Initiatives

- ▶ Heritage Tourism Assessments
- ▶ Plans for innovative techniques to integrate energy conservation into preservation projects
- ▶ *All* past activities still eligible



Eligible Applicants

- ▶ Nonprofit 501(c) organizations that are compliant with NJ Charitable Registration Laws
- ▶ Units of state, county or municipal government



Eligible Properties



- ▶ Individually listed on the NJ Register of Historic Places and/or National Register of Historic Places
- ▶ Contributing resource in a historic district that is listed
- ▶ Determined eligible for listing by the NJ Historic Preservation Office, Department of Environmental Protection

Eligible Activities

Historic Site Management

Grants (p. 11–12)

- ▶ \$5,000 – \$50,000
- ▶ Encourage assessment of preservation needs for historic sites and enhance planning for operations at historic sites



Eligible Activities

- ▶ Non-construction activities related to planning for preservation or rehabilitation of a historic property
- ▶ Preservation Plans and Historic Structure Reports
- ▶ Feasibility studies
- ▶ Structural Evaluations
- ▶ Archaeological studies and reports
- ▶ Preparation of Nominations to the NJ Register of Historic Places
- ▶ Master plans, strategic plans
- ▶ Historic Landscape Plans
- ▶ Heritage tourism assessments
- ▶ Site interpretation

Criteria for Funding

- ▶ **Significance of the Resource**
 - Unique, Threatened, and Under-recognized resources
- ▶ **Project Concept/Team**
 - Appropriateness and details of proposed project
 - Qualifications and ability of project team
 - Timetable and budget
- ▶ **Organizational Ability**
 - Stewardship practices
 - Commitment to project
 - Ability and plan to match funds



Criteria for Funding (cont.)

▶ **Public Benefit**

- Community support
- Impact on other cultural or economic activity
- Programming and Site Interpretation

▶ **Other considerations**

- Proposal that address 2012 Initiatives
- Projects that complement other State initiatives
- Geographic distribution

HSM Requirements

- ▶ A \$1 match must be provided by applicant for every \$3 in funding request
- ▶ Funded work must begin within one year after funds are appropriated and completed within two years
- ▶ Grantee should acknowledge funding assistance
- ▶ Submission of New Jersey Register of Historic Places nomination is strongly encouraged to be one of the project goals

HSM Requirements (cont.)

▶ Match Expended Limitation:

- Funds expended AFTER September 20, 2010 are eligible to apply toward match
- Expended funds must be integral part of the project
- No more than 25% of project can be complete at time of application
- All expenditures must be documented

▶ Control of property:

- Owner consent signature is required, if applicant does not own or lease

2012 Grant Round Overview

»» Historic Site Management
Grant Application

Applicant Information – pg. 3

- ▶ Organization and Project Contact
- ▶ Type of Organization
 - All Nonprofits need
 - IRS letter to document tax-exempt status
 - Current charitable registration number from Division of Consumer Affairs Charities Registration



Applicant information – pg. 4

- ▶ Summary Description
 - Refer to eligible activities
- ▶ Budget Summary
 - Project Cost
 - Grant Request – 75% of project cost, up to \$50,000
 - Match Expended
 - Matching Funds in Hand



Four Application Sections

- ▶ Correspond with Evaluation Criteria
 - Significance of Resource
 - Project Concept and Team
 - Organizational Ability
 - Public Benefit



Significance of Resource – pg. 5

- ▶ Resource information
 - Must be completed for each property included in the proposed project
 - Includes State Register and National Register status
- ▶ Historic Significance
 - What is the historic significance
 - Why is it important to preserve the property?
 - Are there any threats to the resource
 - Use your own words



Project Concept & Team – pg. 6

- ▶ Goals of the Project
 - Planning for what future activity?
 - Problems and needs of site that will be addressed
- ▶ List proposed consultants
- ▶ Timetable and Project status
- ▶ How the project meets one of the initiatives
 - Be specific about the goals



Grant Request Worksheet – pg. 7

Project Expenses	A. Costs Expended	B. Costs Proposed	C. Total (A + B)
a. Accessibility Evaluation	\$2,500		\$2,500
b. Schematic and Construction Drawings		\$32,500	\$32,000
c.			
d. Total Project Cost			\$35,000
e. Grant Request (75% of project cost up to \$50,000)			\$26,250
f. Match Required (line d minus line e)			\$8,750

Grant Request Worksheet – pg. 7

Project Matching Funds	A. In-Hand	B. To be raised	C. Total (A + B)
g. Adjusted Match Expended (maximum 25% of project cost)	\$ 2,500		\$ 2,500
h. Sources of Funding			
County Grant	\$ 5,000		\$ 5,000
Special Event		\$ 1,250	\$ 1,250
i. Total Project Matching Funds	\$7,500	\$1,250	\$ 8,750
j. Match Deficit			0

Organizational Ability – pg. 8

- ▶ Applicant (or project coordinator) provides
 - Information about the organization
 - Example of community support
 - Experience managing grants
 - Experience working with consultants



Public Benefit – pg. 9

- ▶ Proposals receive additional consideration if they are located in State-initiative areas, including:
 - Certified local governments
 - NJ State Plan designated centers
 - Main Street communities
 - NJ Transit Villages
 - Heritage trails
 - Urban Enterprise Zones
 - State Acquisition Project Areas
 - Green Acres sites

Public Benefit – pg. 9

- ▶ Describe how the project will
 - Increase and improve site interpretation and knowledge of New Jersey history
 - Benefit community partners and constituents through increased use of space, provision of services or educational programs, etc.

Assurances Pages

- ▶ Applicant Assurances (page 10)
 - Signed by the authorized representative
 - Assures that matching funds are or will be available
- ▶ Owner Assurances (page 11)
 - Signed by the property owner of each property included in the proposal
- ▶ If applicant and owner are the same, need only sign one assurance
- ▶ Authorization (page 12)

Application Assembly & Attachments

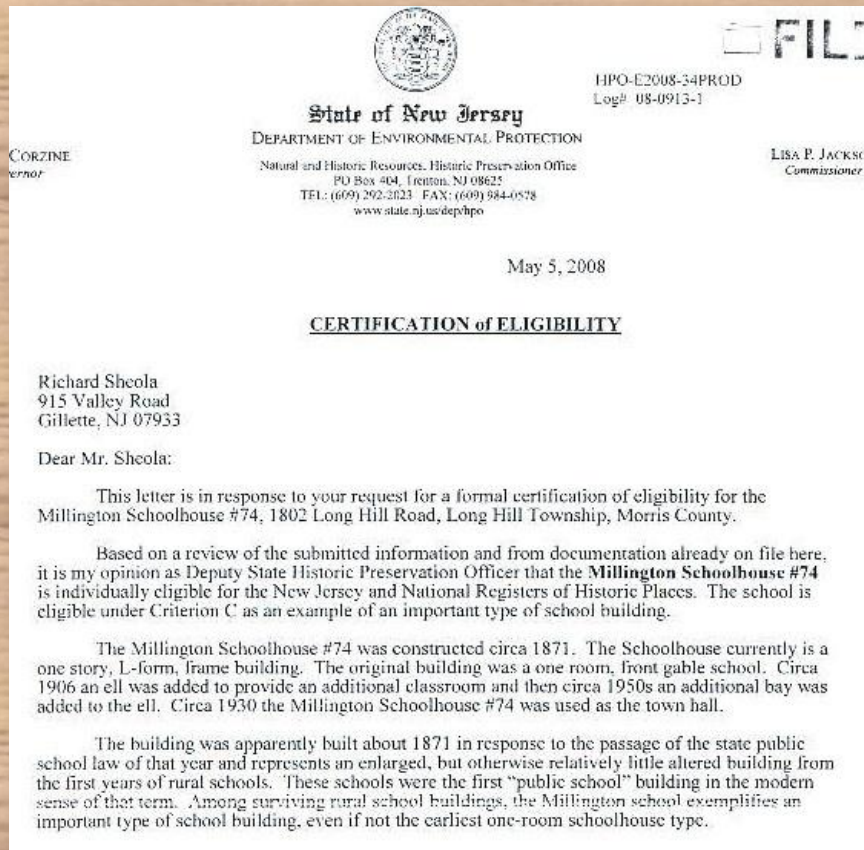
- ▶ Original placed in three-ring binder with tabs
- ▶ Five copies attached with binder clips
- ▶ Include *summary* copy of any supporting materials with original and copies under Tab F
- ▶ A *full* copy of the supporting materials (preservation plan, construction drawings) may be submitted
- ▶ All Attachments must be included in *all* copies

Map shows location



Site Map shows all buildings

B. Historic Designation



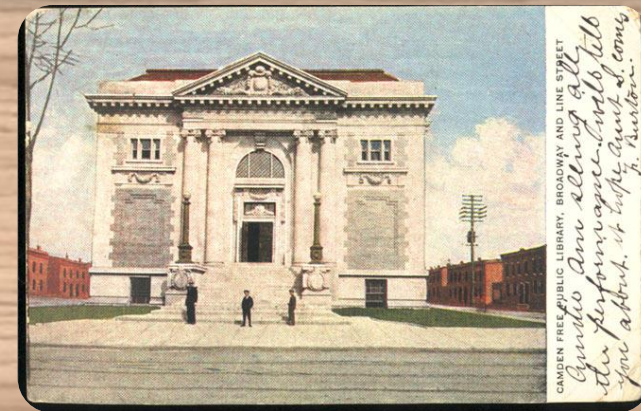
- ▶ Letter from Historic Preservation Office (HPO) certifying eligibility
- ▶ Relevant pages from National Register nomination
- ▶ Relevant pages from a historic district nomination and/or letter from HPO certifying the resource as contributing to the district

C. Documentation of Match

- ▶ Specify amount of matching funds
- ▶ Financial statement showing amount of available funds
- ▶ County and municipal governments must include a resolution committing to the specified match (may be combined with

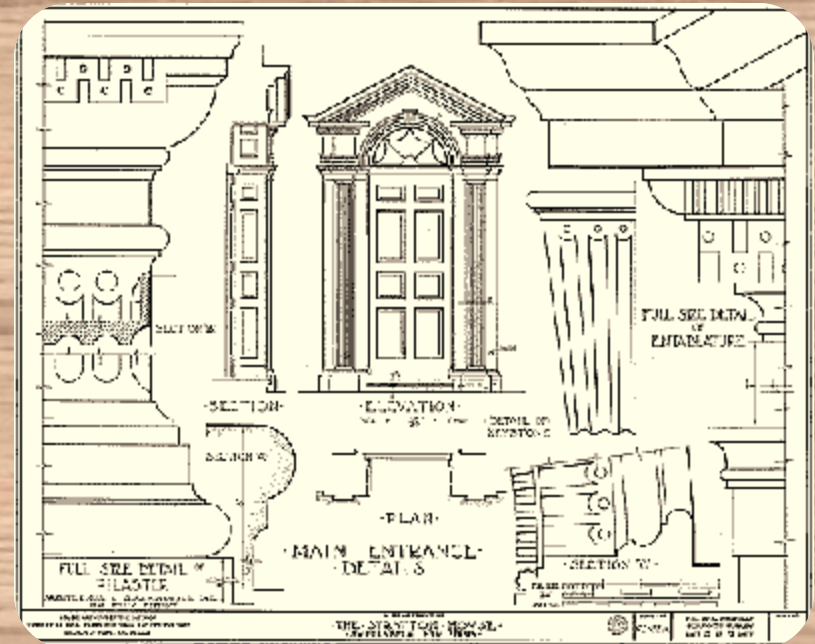
D. Photo Documentation

- ▶ High-quality printed digital images
- ▶ Digital photos on CD in .jpg format (original application only)
- ▶ Maximum 12 images for individual resources, including historic photographs when available



E. Scope Statement

- ▶ The scope statement specifies the goals, methodology, and level of effort and should include:
 - Statement of the problem
 - Scope of Work
 - Timetable
 - Fee statement
 - Resume



Fee Statement

- ▶ Lump sum fee proposals
 - Task assignments
 - Schedule of expenses
 - Specify personnel

or

- ▶ Detailed estimate of projected cost
 - Task assignments
 - Refer to minimal levels of experience

Resume Package

- ▶ Include 2 page resumes in original application and *all* copies
- ▶ Consultant(s) Resume should
 - Demonstrate proficiency in historic preservation and compliance with *Secretary of Interior's Standards*
 - Provide relevant examples of past historic preservation work
- ▶ Applications without named consultants should outline required experience

Other Required Attachments

Leased Properties

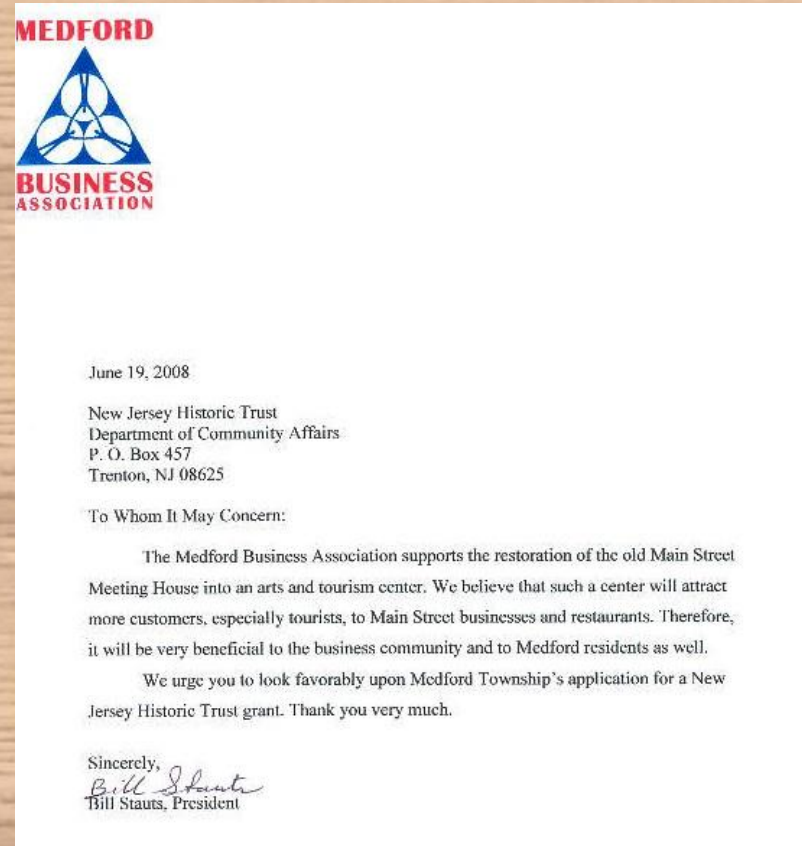
- ▶ Copy of lease for those properties not owned by the applicant (Attachment G)

Non-Profits Only

- ▶ IRS letter documenting tax-exempt status (Attachment H)
- ▶ Organization budget, IRS Form 990, or the organization's most current financial audit (Attachment H)

Optional Attachments

- ▶ Research or documentation supporting the project request (Attachment F)
 - If counted toward “match expended” you must include this documentation
- ▶ Community Support (Attachment I)
 - Letters of support, awards, press clippings



Other Helpful Resources

Posted on Njht.org

Topic papers on:

- ▶ Heritage Tourism
- ▶ Preservation Plans
- ▶ Site Interpretation
- ▶ Archaeology
- ▶ Secretary of the Interior's *Standards*

Staff Assistance

- ▶ Phone consultations
- ▶ Draft application review
- ▶ Site visits



Thank you for attending today.
Please call us with any questions

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